

# REQUISITIONING ADDITIONAL DEMANDS

GSOC 0302

# OVERVIEW

- General Information
- Requirement Determination
- Request from units
- Submitting Additional Demands
- Forms used
- Daily History
- Due and Status File/Document Control File
- MOV

# REQUIREMENT DETERMINATION BACKGROUND

- Requisitions are life line for Marine Corps.
- Process needs to be properly managed.
- Supply Officer is responsible for the management of the process.

# ADDITIONAL DEMAND

- Requirement that cannot be satisfied by assets on hand.
- Passed to:

SMU- Supply Management Unit



DLA- Defense Logistics Agency

GSA- General Services Agency



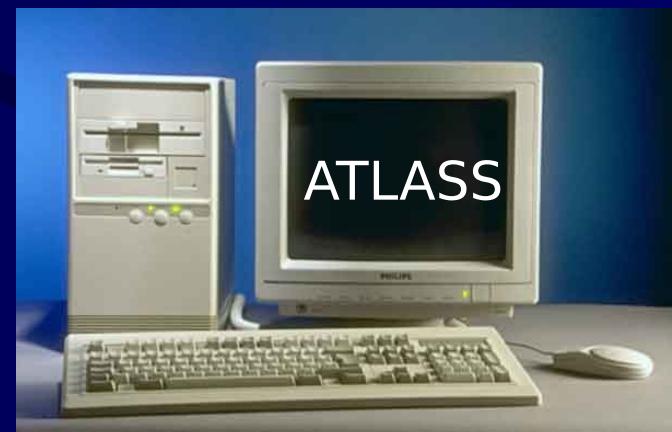
# METHOD OF TRANSMISSION

ATLASS- Additional Demand inputted  
into system via ATLASS.

May be submitted via telephone or  
message.

NAVMC Form 10694

DD Form 1348



# SUBMITTING THE DEMAND

- Demand submitted via requesting unit.
- Supply Chief reviews.
- Tech and Research is done.
- Additional Demands Clerk checks files.
- Complete input transaction.

# REQUISITION TRANSACTION

## DIC ZOA/Z01

- Domestic/Overseas shipments.
- Ordered utilizing National Stock Number.
- Transaction inducted into ATLAST.
- ZOA/Z01 FORMAT FOUND IN:

UM 4400-124 Page 4-2-118

ATLAST UM 4400-120 Page 3-109

# ZOA IN ATLASS

DIC	RIC	MS	NSN	WSC	U/I	QTY	AC	JD
ZOA M21810	S9E *024	S	7430010432284			EA	1	
SERIAL CNC NUMBER 0024	DC R	SUPP-ADD YHS	SC A	ERO NUMBER	PROJ	PRI	RDD	AD
PURP C HERE	CC	COSTCODE						

# ZOA DISTRIBUTION

- Distribution:

Courier to SMU

Original to PAD

Copy to fiscal

Copy to customer

# REQUISITION TRANSACTION

## Z0E

- Domestic part number requisition
- Used for NSN's not loaded to MHIF
- Requires 3 ZNS transactions
- Each ZNS requires specific information
- Provide item description

# ZOE IN ATLASS

DIC	RIC	PN	MANUFACTURER	MANUFACTURER CODE	U/I	QTY
PN	ML1	XX1	CM837	2736688438		
EA	2					
AC	JD	SERIAL	PRI	ADV	PURP	DC
SUC		NUMBER				NMCS
ANMCS						
ERO NUMBER	*024	CC 0022	13	2L	A	R
HERE		COST CODE				

# ZNS TRANSACTION

- Used when submitting ZOE.
- Three separate ZNS transactions submitted.
- Provide specific info on each ZNS.

Ref. UM 4400-120 Pg. 3-122

# ZNS TRANSACTION CARD

# 1

DIC	RIC	CARD	PN	MANUFACTURER	MANUFACTURER
ZNS	ML1	1	#	CODE	PN/SSN
			PN	CM837	2736688438
CATALOG/PUBLICATION NUMBER	DATE PUBL	CHANGE NUM	PAGE #	ITEM REFERENCE #	
TM9-4484	9*11	2	55	83	

# ZNS TRANSACTION CARD

## # 2

DIC MANUFACTURER	RIC MANUFACTURER	CARD 2	PN #PN	MANUFACTURER CM837	CODE 2736688
PN/SCN NCBC	ITEM DESCRIPTION		FSC		
ASSIGNING RETIREMENT ACTIVITY M	YEAR 9*		2540		

# ZNS TRANSACTION CARD

# 3

PN/SSN <b>ZNS NCBC</b> 2736688438	ITEM DESCRIPTION <b>MLI 3</b>	PN <b>CM837</b>	YEAR <b>9*</b>
ASSIGNING RETIREMENT ACTIVITY <b>M</b>	YEAR <b>2540</b>		



# QUIZ TIME

Q. What transaction is used to input a requisition into ATCLASS?

Q. What transaction is used to input a requisition into ATCLASS that does not have an NSN?

Q. What 2 forms are used to manually submit a requisition?

# BREAK

10 MINUTES



# DOCUMENT CONTROL FILE (DCF)

File in ATCLASS that tracks and controls requisitions.

Purpose: Provides units with most current status on all pending requisitions.

# MANAGEMENT OF THE DCF

- Provides information on requisitions.
- Advises unit of changes to requisitions.
- Daily review insures validity of requirements.
- Gives Supply information on what Source of Supply is handling requisition.
- Available in Doc. # or NSN sequence

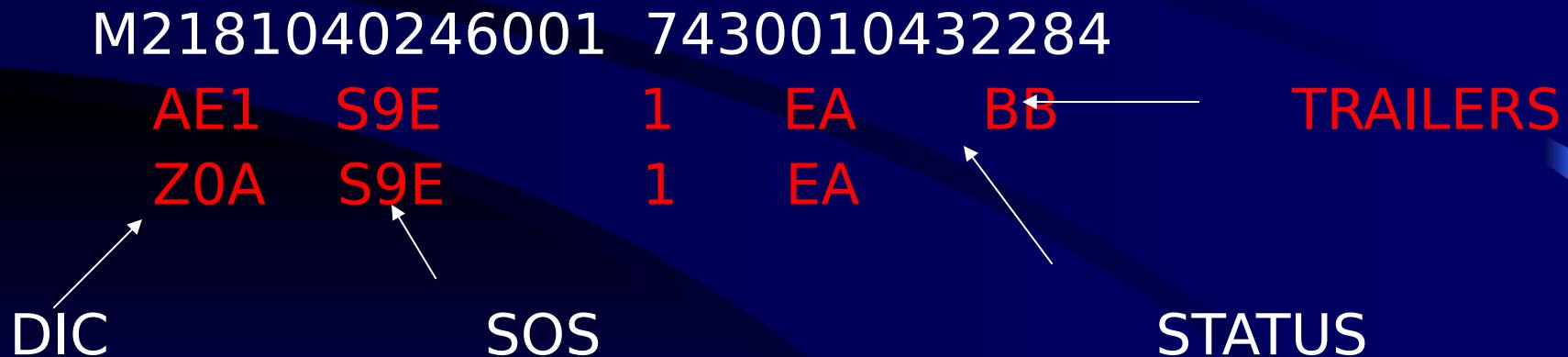
# DOCUMENT CONTROL FILE

DOC NUMBER	RECORD NSN	PRIME NSN	TAM/ERO	PC	BOQTY	DUEIN	RECD	PRI	RDD	PRICE	SAC	SIG	ADV	SUPAD
DATE	DATE	MODE	DOC NR	XREF	TCN									
DIC	RUC	SF	QTY	UI	STAT	LKH	STAT	SHIP	NSN					
M28180*0240024	7430010432284	7420010432284	B5684		C	1	1	0	13	\$234.00				
A	YHS													
AE1	S9E		1	EA	BB		*027	-----	7430010432284					
Z0A	S9E		1	EA			*024	-----	7430010432284					
M21810*0247005	3120010328322	3120010328322	AAA03		A	2	2	0	06	\$ 9.10				
A	2A	YMT												
AE1	MS1		2	EA	BA		*027	-----	3120010328322					
Z0A	MS1		2	EA			*024	-----	3120010328322					
M21810*0340007	6230001631856	6230001631856	K4345		C	20	20	0	13	\$ 2.40				
A	2L	YMAL												
AE1	MS1		20	EA	BA		*038	-----	6230001631856					
Z0A	MF8		20	EA			*034	-----	6230001631856					

# TRAILER RECORDS

- Printed in columns below original record.
- Read from bottom up.
- Gives latest status and SOS.

M2181040246001	7430010432284				
AE1	S9E	1	EA	BB	TRAILERS
Z0A	S9E	1	EA		
DIC	SOS	STATUS			



# DAILY HISTORY

- Listed in NSN/AC sequence.
- Transactions that passed edit and unmatched process.
- Ready for SASSY inventory update.
- Not processed until completely through update.
- Should be printed and reviewed daily.

# DUE AND STATUS FILE (DASF)

- Record of all material due-in.
- Status transactions received for specific documents.
- Contains space for 40 max trailers.
- Warning at 35 trailers.
- NSN or document number sequence.

# HEADER RECORD

- SEQUENCE OF TRAILER RECORD

1<sup>ST</sup> TRAILER

2<sup>ND</sup> TRAILER

3<sup>RD</sup> TRAILER

4<sup>TH</sup> TRAILER

5<sup>TH</sup> TRAILER



# QUIZ TIME



Q.What is the purpose of the Document Control File?

Q.What is the purpose of the Daily History?

Q.What is a Document Trailer Record?

# BREAK

10 MINUTES



# DASF MANAGEMENT

- Manages and tracks requisitions
- Record of all requisitions from SOS.
- Record of due-in and back order.
- Record of maintenance of outstanding requisitions.

# ANNOTATING THE DASF/DCF



- Ensure accurate information is recorded.
- Annotations will be made on current copy of DASF/DCF.
- Answer three questions:
  1. What type of transaction was submitted?
  2. When was the transaction submitted?
  3. What was the quantity of the transaction?

# MILITARY STANDARD REQUISITION AND ISSUE PROCEDURES (MILSTRIP)

- Passing Orders- Priority requisitions that cannot be filled by SMU will be converted to AOA and routed AUTODIN.
- All status transmitted through AUTODIN.
- DIC will be AE with status to follow.

# RECEIVING STATUS

- SOS Informs requisitioner of different types of status.
- AE1- Current status from SOS.
- AS1- Current shipping status.
- Both give requisitioner an idea if any action is required.

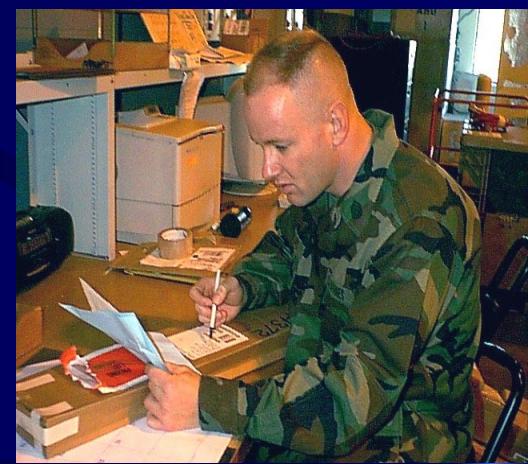
# BREAK

## 10 MINUTES



# AUDITING THE DASF/DCF

- Reconcile the old DASF/DCF with the new.
- Ensure pending action annotated reflects.
- Research any actions that are still pending.



# FOLLOW UPS

- Demand failed to post to files.
- Demand posted with no status.
- Different types of follow ups for each situation.
- Depends on whether unit is loaded or non-loaded.

# AGED BM STATUS

- Requisition has been passed to another Source of Supply.
- When no updated status has been received a ATA follow-up must be submitted.
- Recommended time frames for follow-ups:

No status

Priority 03

Priority 05/06

Priority 12/13

follow-up in

5 days

10 days

30 days

# STATUS FROM INTEGRATED MATERIAL MANAGER (IMM)

- AF\_ follow-up: Used to get updated status.
- When BA status is received and no subsequent shipping status is received submit an **AF1**.

No status

follow-up in

Priority 03

7 days

Priority 05/06

10-15 days

Priority 12/13

15-20 days

# AGED AS1 STATUS

- AS1 will give pertinent info:
  - Mode of shipment
  - Transportation Control Number (TCN)
  - Point of Embarkation (Overseas)
- Action will have to be taken if shipment is not received.

# AGED BD STATUS

- BD Status indicates SOS reviewing requisition.
- When Estimated Review Date (ERD) exceeds ship date an AF1 should be submitted.

Follow-up in

Priority 03

7 days

Priority 05/06

10-15 days

Priority 12/13

15-20 days

# BD STATUS

- If ERD is not acceptable an attempt to improve requisition will be required.

Priority 01-08 AFC

Priority 09-15 ZM1 Modify  
requisition  
priority.

# MODIFIERS

- Occurs when a priority or a Required Delivery date has changed.
- Transaction is a ZM\_
- Updates data and overlays old information.

# AGED BA, M8, BH, UH STATUS

- Status posted on DCF.
- Material has not been received.
- Time frames for this condition:

Priority 02/03      3-5 days

Priority 05/06      5-7 days

Priority 12/13      7-10 days

# **LONESOME DEMANDS**

**A record on the Document Control File that HAS NOT received status within TWO SASSY Courier updates is called a LONESOME DEMAND.**

## **ACTION TO TAKE:**

- 1 Review all error and recycle listings. Correct as required by listings.**
- 2 Follow SMU SOP to follow-up.**



# QUIZ TIME

Q.What 3 questions are asked when  
annotating the Document Control  
File?

Q.What does the acronym MILSTRIP  
stand for?

Q. What DIC is used to inform the  
requisitioner of the most current

# BREAK

10 MINUTES



# COPY OF CONTRACT



- BP, BV, Or BZ From IMM
- Indicates SOS will satisfy through open procurement.
- Contracted vendor will provide status.
- Unit should obtain "Copy of Contract" to monitor requisition.
- Document Identifier Code AB\_

# FREE ON BOARD (FOB)

Information on vendors contract assist in determining if a shipment is lost.

1. FOB destination, deliver by date
- 2 FOB destination, ship by date 30 days after
3. FOB origin, deliver by date 30 days after
4. FOB origin, ship by date 45 days after

When time frames are exceeded corrective action is necessary.

# WAREHOUSE DENIAL

- M5 Status- Stock denial from warehouse.

Cause: SMU discovered required quantity was not on hand after release for shipment status.

Cure: SMU will create a backorder. “BB” status will post to DCF.

# BREAK

10 MINUTES



# BACK ORDER STATUS

- Backorder status will include Estimated Shipping Dates (ESD).
- ESD's should be validated against the customer's required delivery date.

## Improving ESD-

Priority 01-08      DIC AFC to the SOS

Priority 09-15      DIC ZM1

# BACK ORDER STATUS cont.

- Expired ESD- Submit DIC AF\_ follow up.
- No ESD- Submit DIC AFC requesting follow up.

# DASF EXCEPTIONS

- **Rejected requisitions**

If the SOS rejects demand the due-in is no longer valid.

If requisition is still valid, find reason SOS rejected and re-submit.

Reject Status Codes: CA, CH, CP, and CS.

# CANCELLATIONS

- When item is no longer required, submit a cancellation.
- Prior fiscal year cancellations should be avoided.

# CANCELLATION REQUEST

- To cancel submit: DIC ZC1
- SOS will respond with AE\_ with one of the following codes:

BQ - Requisition canc, no bill will be submitted.

B4 - Requisition canc, bill will be submitted for payment

B8 - Cancellation cannot be accomplished.

B9 - Cancellation being attempted. Will advise on status with subsequent transactions.

# FOLLOW-UP TO CANCELLATION REQUEST

- Response from SOS in recommended time frame is required.
- Research DASF exceptions.
- Use DIC AK\_ to follow up cancellation.
- Time Frames:

Priority 02/03	5 days
Priority 05/06	10 days
Priority 12/13	15 days



# QUIZ TIME



Q.What DIC is used to request a cancellation?

Q. What DIC is used to improve an ESD for a 09-15 priority?

Q. What is M5 status?

# BREAK

10 MINUTES



# RECEIPT PROCEDURES

- Issue Point- Processes receipt and all equipment for issue.
- Information on DD1348-1A is checked for correctness.
- Receipt passed to ADL clerk.

# DD 1348-1A SHIPPING RECEIPT

<table border="1"> <tr> <td>1. TOTAL PRICE</td> <td colspan="2">2. SHIP FROM</td> <td colspan="2">3. SHIP TO</td> </tr> <tr> <td colspan="2">UNIT PRICE</td> <td>DOLLARS</td> <td>CTS</td> <td>ML1</td> </tr> <tr> <td colspan="2">DOLLARS</td> <td>40</td> <td>00</td> <td>M21810</td> </tr> <tr> <td colspan="2">20</td> <td>00</td> <td></td> <td></td> </tr> <tr> <td colspan="12">4. MARK FOR</td> </tr> <tr> <td colspan="12"> <table border="1"> <tr> <td>5. DOC DATE</td> <td>6. NMHC</td> <td colspan="2">7. FRT RATE</td> <td colspan="2">8. TYPE CARGO</td> <td>9. PS</td> </tr> <tr> <td>10. QTY</td> <td>11. UP</td> <td colspan="2">12. UNIT WEIGHT</td> <td>13. UNIT CUBE</td> <td>14. UFT</td> <td>15. SL</td> </tr> <tr> <td colspan="7">16. FREIGHT CLASSIFICATION NOMENCLATURE</td> </tr> <tr> <td colspan="7">17. ITEM NOMENCLATURE SIMPLE GREEN</td> </tr> <tr> <td>18. FTYCONT</td> <td>19. NOCCONT</td> <td colspan="3">20. TOTAL WEIGHT</td> <td colspan="2">21. TOTAL CUBE</td> </tr> <tr> <td colspan="5">22. RECEIVED BY DAVID BERKINWITZ PVT</td> <td colspan="2">23. DATE RECEIVED * 036</td> </tr> </table> </td> </tr> <tr> <td colspan="12"> <table border="1"> <tr> <td>24. DOCUMENT NUMBER &amp; SUFFIX (30-45)</td> <td colspan="11">   M21810*0240001         </td> </tr> <tr> <td>25. NATIONAL STOCK NUMBER &amp; ADD (8-22)</td> <td colspan="11">   3120010328322         </td> </tr> <tr> <td>26. RIC (4-5) UI (2-24) QTY (2-29) COND (2-30) DIST (3-35) UP (7-40)</td> <td colspan="11">   ML1 EA 00002 A 20.00         </td> </tr> <tr> <td>27. ADDITIONAL DATA</td> <td colspan="11">         QTY (2) COPY TO          COND "A" ADL, CLERK          (WAREHOUSE ANNOTATION)       </td> </tr> </table> </td> </tr> </table>												1. TOTAL PRICE	2. SHIP FROM		3. SHIP TO		UNIT PRICE		DOLLARS	CTS	ML1	DOLLARS		40	00	M21810	20		00			4. MARK FOR												<table border="1"> <tr> <td>5. DOC DATE</td> <td>6. NMHC</td> <td colspan="2">7. FRT RATE</td> <td colspan="2">8. TYPE CARGO</td> <td>9. PS</td> </tr> <tr> <td>10. QTY</td> <td>11. UP</td> <td colspan="2">12. UNIT WEIGHT</td> <td>13. UNIT CUBE</td> <td>14. UFT</td> <td>15. SL</td> </tr> <tr> <td colspan="7">16. FREIGHT CLASSIFICATION NOMENCLATURE</td> </tr> <tr> <td colspan="7">17. ITEM NOMENCLATURE SIMPLE GREEN</td> </tr> <tr> <td>18. FTYCONT</td> <td>19. NOCCONT</td> <td colspan="3">20. TOTAL WEIGHT</td> <td colspan="2">21. TOTAL CUBE</td> </tr> <tr> <td colspan="5">22. RECEIVED BY DAVID BERKINWITZ PVT</td> <td colspan="2">23. DATE RECEIVED * 036</td> </tr> </table>												5. DOC DATE	6. NMHC	7. FRT RATE		8. TYPE CARGO		9. PS	10. QTY	11. UP	12. UNIT WEIGHT		13. UNIT CUBE	14. UFT	15. SL	16. FREIGHT CLASSIFICATION NOMENCLATURE							17. ITEM NOMENCLATURE SIMPLE GREEN							18. FTYCONT	19. NOCCONT	20. TOTAL WEIGHT			21. TOTAL CUBE		22. RECEIVED BY DAVID BERKINWITZ PVT					23. DATE RECEIVED * 036		<table border="1"> <tr> <td>24. DOCUMENT NUMBER &amp; SUFFIX (30-45)</td> <td colspan="11">   M21810*0240001         </td> </tr> <tr> <td>25. NATIONAL STOCK NUMBER &amp; ADD (8-22)</td> <td colspan="11">   3120010328322         </td> </tr> <tr> <td>26. RIC (4-5) UI (2-24) QTY (2-29) COND (2-30) DIST (3-35) UP (7-40)</td> <td colspan="11">   ML1 EA 00002 A 20.00         </td> </tr> <tr> <td>27. ADDITIONAL DATA</td> <td colspan="11">         QTY (2) COPY TO          COND "A" ADL, CLERK          (WAREHOUSE ANNOTATION)       </td> </tr> </table>												24. DOCUMENT NUMBER & SUFFIX (30-45)	 M21810*0240001											25. NATIONAL STOCK NUMBER & ADD (8-22)	 3120010328322											26. RIC (4-5) UI (2-24) QTY (2-29) COND (2-30) DIST (3-35) UP (7-40)	 ML1 EA 00002 A 20.00											27. ADDITIONAL DATA	QTY (2) COPY TO COND "A" ADL, CLERK (WAREHOUSE ANNOTATION)										
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# RECEIPT TRANSACTION

- Additional Demands Clerk action:
  1. Screen invoice against DASF.
  2. Annotate DASF with transaction  
D6T D6T/1 D6A ZZZ
  3. Annotate receipt with transaction.
  4. Input transaction into system.

# BACKORDER WITH NO DUE

Condition exist when a backorder was promised to customer and SOS is no longer processing requisition.

CAUSE:

1. Receipt processed without a backorder release indicator.
2. Material used to fill higher priority.
3. Result of a cancellation

# MATERIAL OBLIGATION VALIDATION (MOV)

- Purpose: To validate pending requisitions held by the SOS.

# MATERIAL OBLIGATION VALIDATION SOS ACTION

- Initiates MOV
- Sends DIC AN\_ for requisitions that have backorder status.

BB, BD, BP, or BV

Transmitted Via AUTODIN or  
mail

# MATERIAL OBLIGATION VALIDATION USING UNIT ACTION

- Forward all AN\_ to SMU operations.
- SMU OPS inputs DIC AP\_ to reply to MOV.
- Conducted once every 3 months

# BREAK

10 MINUTES



# PRACTICAL APPLICATION

# SUMMARY

- General Information
- Requirement Determination
- Request from units
- Submitting Additional Demands
- Forms used
- Daily History
- Due and Status File/Document Control File
- MOV

# BREAK

10 MINUTES

